Collier County

COLLIER COUNTY GOVERNMENT
GROWTH MANAGEMENT DIVISION/
PLANNING AND REGULATION

2800 NORTH HORSESHOE DRIVE
NAPLES, FLORIDA 34104
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ADMINISTRATIVE VARIANCE
MINOR IMPROVEMENTS TO
LEGAL NONCONFORMING STRUCTURES CHECKLIST

Section 9.03.03.B. of the Land Development Code states that, where a structure was lawfully permitted within a residential zoning district under a previous code, and where the structure is considered nonconforming under the current Land Development Code due to changes in the required front, side or rear yards, the Zoning Director may administratively approve a variance for an amount equal to or less than the existing front, side and/or rear yard encroachment.

Requests for administrative variances should be addressed to:

> Growth Management Division/Planning and Regulation
> Attn: Business Center
> 2800 North Horseshoe Drive
> Naples, Florida 34104

The request should consist of:

1. A cover letter identifying the owner(s) and location of the property and stating the extent, nature and location of the proposed addition(s). It should include the circumstances involved such as the location of the encroaching structure(s) and the extent of the encroachment (measured in tenths of feet); and proof that the encroaching structure was legally constructed, including, at minimum, evidence that a building permit was issued for structure or, where such evidence cannot be provided, documentation from the Property Appraiser's Office of the date the structure was placed on the tax rolls.

2. A conceptual site plan drawn to scale depicting all existing structures and the proposed addition, as well as the distance between the property lines and the existing and proposed structures.

3. A signed, sealed copy of a survey, which will be retained in the file, showing the encroachment.

4. A check in the amount of $1,000 made out to the Board of County Commissioners.

Processing time for an administrative variance is a minimum of five working days.
The applicant will be notified when the request has been processed.

1